

## Information Communication Technology ICT Student Contract

It is the policy of JESS to maintain access for all students to personal computers as part of the 'working tools' supplied to students for use within the school. Access to this equipment and the School's Information Communication Technology resources is a privilege and must be treated with the highest standard of ethics. JESS expects all students to use the ICT resources in a responsible manner, respecting all pertinent laws and School policies and standards, the rights and privacy of others, the integrity of facilities and controls, and the trust with which such resources have been provided.

***This policy outlines the standards for acceptable use of these ICT resources***

### **1. Background and Legal Issues**

The use of ICT resources raises a large number of issues and carries with it an array of risks. These include:

- the need to preserve confidentiality;
- negligent advice or misrepresentation;
- susceptibility to viruses, hacking or other computer crime;
- libel and slander;
- bullying, harassment and discrimination.

E-mail and Internet use is associated with particular legal pitfalls.

E-mail is a convenient and fast method of communication. As a result of this e-mail is often regarded as equivalent to speaking to someone face to face or making a phone call. This is accentuated by the fact that e-mails are often written in a style which is much less formal than a letter or an internal memo, and often, before despatch, are viewed by the sender only on the screen, not printed out on paper. Similarly, the speed and ease with which different Internet sites can be accessed, material downloaded or information entered may give students the impression that their dealings are somehow informal, or not permanent. The fact that e-mail may be used easily to contact a wide group of people may also lead to inadvertent breaches of the law.

### **2. ICT Resources Policy**

All students using ICT are required to adhere to the following:

#### **(i) Security**

E-mail messages if sent over the Internet may not be secure and may end up in the hands of someone other than the intended recipient. All students should therefore think carefully before sending sensitive information e.g. personal details about themselves or another student by Internet/e-mail and must have permission from a teacher before using the Internet/e-mail facility. Students are only to use their school e-mail address. The use of any free web-based e-mail e.g. Hotmail etc is strictly prohibited.

#### **(ii) Authority**

Students should only use ICT resources for the purposes of school work.

#### **(iii) Intellectual Property Rights**

Downloading material from the Internet or attaching files, bitmaps, programs, games or other software to e-mails, in addition to putting extra pressure on the ICT system, may amount to an infringement of copyright, or the breach of a licence. Even where

this is inadvertent the School could be held liable. Therefore, students must not make copies or download material or transmit such material unless they are absolutely sure that this is a permitted activity. Similarly, students should not create hyperlinks from their own e-mails to web-sites unless they are certain: a) that they have permission of the owner of such other web-sites; b) that the other site does not bring the School into disrepute or lead to any confusion or misrepresentation.

**(iv) Defamation/Libel**

Students should be very careful not to make derogatory or untrue remarks about another person or school over the e-mail, even where distribution is restricted to within the School.

**(v) Harassment/Abuse**

Students must not send or request indecent, sexist, obscene, racist or otherwise offensive material by e-mail or harass, insult, threaten or intimidate by e-mail or by any other method. Students must not send unsolicited mail or send or receive bulk mail, chain letters, jokes, games etc which may cause aggravation, lead to lost working time and/or cause ICT system problems (see Viruses and Private Use below).

**(viii) Viruses**

The School has anti-virus scanning software. However it is the responsibility of students to exercise extreme caution when using the network, for example when opening e-mails, especially where these are from non-JESS sources and/or contain attachments. ***Students must always ask permission to open files on memory sticks or other media brought in from outside the School.***

**(ix) Private Use**

Students must not abuse the provision of ICT resources by using the facilities unreasonably.

Students may not use the Internet for private use.

Students may not use e-mail for private use. This means use of the e-mail system to send and receive e-mails to and from private individuals not connected with their academic purposes.

The use of MSN or Chat Rooms such as myspace, bebo etc are strictly prohibited.

**Notification**

All students are asked to report suspected or known violations of this policy to the School's ICT Director or any member of the teaching staff. Failure to do so may result in disciplinary proceedings.

**(x) Non School Laptops and Desktop PCs**

It is forbidden for any student to connect a non school supplied computer, laptop, phone or MP3 player to the School's internal network.

**(xi) School Supplied and Configured Computers**

The school reserves the right to install and configure any software that we deem necessary to ensure the integrity and security of the school network including monitoring software.

### **3. User Responsibilities**

Use of the School's ICT resources is granted based on acceptance by students of the following specific responsibilities:

#### **(i) Use only those ICT resources for which you have authorisation.**

*For example: it is a violation:*

- to use someone else's account without explicit permission having been given by the owner.

#### **(ii) Use ICT resources only for their intended purpose.**

*For example: it is a violation:*

- to send forged e-mail;
- to intercept or monitor any network communications not intended for you.

#### **(iii) Protect the access and integrity of ICT resources.**

*For example: it is a violation:*

- to intentionally release a virus that damages, deletes, corrupts, alters or harms the system or network.

#### **(iv) Abide by applicable laws, Information Communication and Technology ICT Student Contract, School policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.**

*For example: it is a violation:*

- to download, use or distribute pirated software.

#### **(v) Respect the privacy and personal rights of others.**

*For example: it is a violation:*

- to access or attempt to access another individual's password or data without explicit authorisation from [that individual or a member of staff](#).

### **4. Security Caveat**

Be aware that although JESS's ICT personnel are charged with preserving the integrity and security of resources, security can sometimes be breached through actions beyond their control. Students are therefore urged to take appropriate precautions, such as safeguarding their account and password, ensuring critical data is stored on the network where it will be regularly backed up.

### **5. Rights of the Student**

Students have a right to expect privacy with regard to documents and material stored on the School's network. Students may also reasonably expect that their usage of the ICT systems may be monitored if it is deemed to be necessary. For example, system usage may be monitored to determine areas of the network for development; it may also be necessary if an abuse of the system is brought to the attention of the School. Internet browsing and application usage is monitored and information of sites visited are stored.

### **6. Rights of JESS**

JESS reserves the right to limit or restrict the use of its ICT resources or change the Policy, in accordance with JESS's priorities. In addition, JESS may consider it necessary to affect changes, or impose limitations or restrictions on the use of ICT resources, in response to evidence of a violation of the [Policy either through monitoring or staff observation](#).

Although students of ICT resources have a legitimate expectation of privacy, e-mail messages produced on or transmitted via JESS's equipment and other material produced are the property of JESS. JESS, therefore, reserves the right to examine material stored on,

transmitted through or accessed from its facilities on an ad hoc monitoring basis. In addition, if a user is suspected of violating this Policy, his or her right to privacy will be superseded by JESS's requirement to protect the integrity of ICT resources, the rights of all students and the rights, property and standing of JESS.

## **7. Rights of JESS – Cyber Technology**

The School reserves the right to use disciplinary procedures on any student who is guilty of using cyber technology either at school or outside school that brings the School or any member of its community into disrepute

## **8 Consequences of Non-Compliance**

Failure to comply with the appropriate use of ICT resources threatens the environment required for the sharing of information, the exchange of ideas and the creation and maintenance of information property. In addition, use of ICT resources in breach of the School Policy may expose the School to legal liability or bring the School into disrepute. Any user found using ICT resources in breach of this Policy may be subject to disciplinary proceedings. The outcome of such proceedings may include suspension or loss of access to certain ICT resources.

Both parents and students are welcome to contact the ICT team to discuss of the points above.

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### **The above contract has been discussed with your son/daughter**

Please sign the following clauses on my letter to indicate that you have read and agree with the contents of this policy. Students will be unable to gain access to the school's network until the clauses on the attached letter have been signed and returned your son/daughter's ICT teacher. This copy should also be signed and placed in your son/daughter's ICT filed.

#### **Parent/Guardian (as applicable)**

I am aware that \_\_\_\_\_ has been made aware of their responsibilities with regards to the School's policies outlined in this document.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Student**

I agree to abide by the policies outlined in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_